

30 June 1978

*Obsolete
per C/CRD
memo 4-8-81*

MEMORANDUM FOR: All RRB Personnel

FROM:

[Redacted]
Acting Chief,
Records Review Branch

SUBJECT: Reviewing Coordination

1. It appears that all RRB personnel engaged in classification review are not operating on the same wave-length even though matters of substance may be involved which could materially affect classification actions or decisions. A major misunderstanding, for instance, appears to be in the use of codes for classification retention justification when completing the Form 4023A. Most reviewers are apparently using the two-page listing of codes beginning with 01 for sources and methods, and ending with 11, dealing with nuclear matters. This listing is uncaptioned and undated, but in some cases is designated "Appendix V". However, some reviewers are using only codes 01, 02, and 10, while others are using all eleven codes. Some reviewers also appear to be using the 12 codes listed in the "Declass Data" computer printout of 8 May 1978.

2. All reviewers are advised that the listing with eleven codes is the sole reference for retention justification codes. These eleven codes are based upon an analysis of E.O. 11652 and its proposed successor. The listing will be reissued as an RRP as soon as possible with slight revisions in the wording. The codes will also appear in the next printing of the "Declass Data" sheets. Any of the eleven criteria may be used for retention justification, if appropriate.

3. The above action should place all personnel on the same wave-length on this particular item. However, discussion with several reviewers indicates that there may be other areas in which personnel are not in step. Not much is to be gained by going into the reasons for such misunderstandings, but a major effort will be made to correct them. Thus, any individual who is aware that he is following a procedure, methodology, line of reasoning, set of instructions, or the like, that is at variance with any of his colleagues, is requested to pass the information to his Branch Chief. This should be in writing, with a full explanation, and by 7 July, please. Also include anything pertaining to your job that you believe requires clarification or explanation.

4. Personnel are also reminded that anything encountered that is new and different, whether it be a format, source description, numbering system, writing style, or unusual information is to be brought to the attention of the Branch Chief. This will be the first step in adopting a uniform approach to the problem after it is properly researched and coordinated. Arbitrary decisions should not be made by an individual or group of individuals when guidance and/or precedent is lacking. STATINTL



5 May 1978

MEMORANDUM FOR: Chief, Information Management Staff, DDO

STATINTL FROM: [REDACTED]
Chief, Records Review Branch/ISAS, DDA

SUBJECT: Suggested Procedure for RRB to Trace Names
in the DDO Main Index

1. During the declassification review of CIA records, RRB occasionally encounters names of persons whose status and connection with CIA is unclear. Obtaining additional information about such persons is often critical to making an informed judgment concerning declassification. The DO Main Index is viewed as a primary source for obtaining clarifying information.

2. It would be appreciated if RRB could occasionally submit name traces directly to IMS/OG/External Research Section. RRB would prepare a Speed Letter trace request listing the name and known data. In most cases an informal reply, such as a transmittal of a computer printout, would be sufficient for RRB to take action. Priority responses are not required but a 2-3 day response would be appreciated considering that RRB space for holding boxes of documents awaiting review is limited.

SIGNED

[REDACTED]

STATINTL

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